

Defense Contingency Contracting Handbook, V5

Table of Contents

Foreword

Chapter 1: Ethics; Standards of Conduct; and Fraud, Waste, and Abuse

Key Points

Introduction

Competing Interests

General Principles of Government Service

Conflict of Interest

Gift Prohibition

Treatment of Violations

Combating Trafficking in Persons

Fraud

Waste and Abuse

Interactions with Contractor Employees

Checks and Balances

Additional References

Chapter 2: Authorities and Structure

Key Points

Introduction

Contracting Officers' Authority and Command Authority

Figure 2-1: Lines of Authority

Contracting Appointment Authority

Contingency Contracting in Relation to OCS

Figure 2-2: OCS Description and Subordinate Functions

Contingency Contracting Structure

Contracting In-Theater Organizational Structures

Figure 2-3: Lead Contracting Activity Primary Tasks and Phasing Model

Contracting Organizational Elements

Organizational Roles and Responsibilities

Additional References

Chapter 3: Contingency Funding and Requirements Process

Key Points

Introduction

Fiscal Law Constraints

Purchase Requests and Requirements Development

OCS-Related Boards

Figure 3-1: JRRB Process

Table 3-1: Contracting-Related Boards

[Types of Funding](#)

[Funding Procedures](#)

[Table 3-2: How to Read a Fund Cite](#)

[Additional References](#)

[Chapter 4: Planning and Guidance](#)

[Key Points](#)

[Introduction](#)

[Types of Contingencies and Emergency Acquisitions](#)

[Types of Contract Support](#)

[Strategic Planning](#)

[CCO Predeployment Planning](#)

[Plugging in Downrange](#)

[Exhaustion of Logistics Supply and Required Sources of Supply](#)

[Table 4-1: Supply Classes](#)

[NATO Tasking](#)

[Additional Planning Considerations](#)

[Civil Augmentation Programs](#)

[External Contracts](#)

[General Deployment Procedures](#)

[OCS across the Phases of an Organization](#)

[Contract Support Organizations and Capabilities](#)

[Additional References](#)

[Chapter 5: Contract Support Execution—Processes, Policy, and Tools](#)

[Key Points](#)

[Introduction](#)

[Figure 5-1: Basic Contracting Processes](#)

[Figure 5-2: Contract Format](#)

[P2P Process](#)

[Figure 5-3: Handshake Validation Services across the P2P End to End](#)

[Common Contracting Support Procedures in Contingency Environments](#)

[Contract Types](#)

[Contract Type Selection and Risk Assessment](#)

[Determinations and Findings](#)

[Justifications and Approvals](#)

[Lease or Buy](#)

[Publicizing Contract Actions](#)

[Domestic Source Restrictions](#)

[Table 5-1: FAR Subpart 25.5 Provides Comprehensive Procedures for Offer Evaluation and Examples](#)

[Other Unique Contracting Considerations](#)

[Payment Information](#)

[Pre-Award Determinations and Memorandums](#)

[Contract Forms](#)

[Table 5-2: Basic Contract Forms](#)

[Blanket Purchase Agreements](#)

[Source Selection Process](#)

[Figure 5-4: Source Selection Process](#)

[Paying Agent Duties](#)

[Ordering Officers and FOOs](#)

[Contract Tracking and Reporting](#)

[Table 5-3. Sample PIIN N00062-15 -D-0001-0005](#)

[Unauthorized Commitments and Ratifications](#)

[Additional References](#)

[Chapter 6: Contract Administration](#)

[Key Points](#)

[Introduction](#)

[Administration Documentation](#)

[File Management](#)

[General Contract Administration](#)

[Construction Contract Administration](#)

[Government Property](#)

[Contract Monitoring](#)

[Figure 6-1: COR Key Duties, File Content, and Important Forms](#)

[Contract Modifications](#)

[Transferring Contract Functions](#)

[Terminations](#)

[Contract Closeout](#)

[Redeployment and Demobilization Considerations](#)

[Electronic Contingency Business Tools](#)

[Additional References](#)

[Chapter 7: Protests, Claims, Disputes, and Appeals](#)

[Key Points](#)

[Introduction](#)

[Protests](#)

[Protests at GAO](#)

[CCO Protest Response Procedures](#)

[Agency Report to GAO](#)

[Claims](#)

[Mitigation of Claims](#)

[Disputes and Appeals](#)

[Contract Settlements and Alternative Dispute Resolution](#)

[Additional References](#)

Chapter 8: Cross-Cultural Competence and Situational Awareness

[Key Points](#)

[Introduction](#)

[Cross-Cultural Competence](#)

[Situational Awareness](#)

[OPSEC](#)

[Communication with Vendors \(Elicitation, Espionage, and Subversion\)](#)

[Antiterrorism and Security](#)

[Personnel Security and Situational Awareness](#)

[Personnel Recovery](#)

[Additional References](#)

Chapter 9: Domestic Emergency Response

[Key Points](#)

[Introduction](#)

[DoD Response to Domestic Emergencies](#)

[*Figure 9-1: National Response Framework*](#)

[Domestic Emergency Acquisition Flexibilities](#)

[Other Considerations](#)

[Advance Planning for Emergencies at the Home Station](#)

[On-Scene Operations](#)

[Additional References](#)

Appendix A: Abbreviations and Acronyms